**Administrative Review Process**

Once a COI Discloser submits their certification, the submission moves to the Administrative Review state. During this state, the COI Administrator completes a thorough review of the disclosure(s), and can either administratively disposition the disclosure(s) or send them for a more in-depth committee review.

**Administrative Review: Administratively Disposition**

1. Log into the Click Portal and navigate to **My Inbox**. Click the **SPO Tasks** tab.
2. Locate the oldest submission that is in the **Administrative Review** state.
3. Click the **Name** of the submission.
4. From the **Certification Workspace**, review the following information:

* Click the **Summary** tab to see a summary of the information and the amounts disclosed by organization.
* Click the **Disclosures** tab to see the amounts disclosed for each organization by compensation type.
* Click the **View Disclosures** button to review all of the certification’s SmartForm pages, including the disclosure pages.

1. Click **Record Administrative Review**, located under **My Current Actions** on the left side of the **Certification Workspace**.
2. Complete the form by selecting the **Administrative Determination** of **No Issues Found**. Click **OK**.
3. Click **Administrative Review Complete**.
4. Within the **Disposition** field, select **Administratively Disposition** and add any **Notes**, as needed. Click **OK**.

* *The page will refresh and the certification will transition from the* ***Administrative Review*** *state to the* ***Review Complete: Preparing Correspondence*** *state.*

**Administrative Review: Send to Committee**

1. Log into the Click Portal and navigate to **My Inbox**. Click the **SPO Tasks** tab.
2. Locate the oldest submission that is in the **Administrative Review** state.
3. Click the **Name** of the submission.
4. From the **Certification Workspace**, review the following information:

* Click the **Summary** tab to see a summary of the information and the amounts disclosed by organization.
* Click the **Disclosures** tab to see the amounts disclosed for each organization by compensation type.
* Click the **View Disclosures** button to review all of the certification’s SmartForm pages, including the disclosure pages.

1. Click **Assign Committee**, located under **My Current Actions** on the left side of the **Certification Workspace**.
2. Select the appropriate committee. Click **OK**.
3. Click **Record Administrative Review**, located under **My Current Actions** on the left side of the **Certification Workspace**.
4. Complete the form by selecting the **Administrative Determination** of **Committee Review Required**. Click **OK**.
5. Click **Administrative Review Complete**.
6. Within the **Disposition** field, select **Send to Committee** and then select the appropriate meeting to add the certification to the agenda. Click **OK**.

* *The page will refresh and the certification will transition from the* ***Administrative Review*** *state to the* ***Scheduled for Meeting*** *state.*